

OFFICE OF SCIENCE, ARGONNE SITE OFFICE (ASO) STANDARD OPERATING PROCEDURE (SOP)-25: FOREIGN TRAVEL MANAGEMENT SYSTEM (FTMS)

OBJECTIVE

To implement Department of Energy (DOE) policy and procedures governing foreign travel performed by Argonne National Laboratory (ANL) personnel.

REFERENCES

DOE Order 551.1B, Official Foreign Travel, dated 08/19/2003
Form DOE F 551.1, Request for Approval of Foreign Travel, dated 08/2002

RESPONSIBILITIES

1. Argonne Site Office (ASO) Site Manager/Contracting Officer have the responsibility to ensure that all requirements of DOE O 551.1B are followed by the Argonne Site Office and ANL.
2. Contractor (ANL) has responsibility to take all necessary actions to comply with the requirements of DOE O 551.1B.
3. Contracting Officer, Business Management Team, ASO, has been delegated responsibility to carry out the overall requirements of DOE O 551.1B.

PROCEDURES

1. Contractor (ANL) is responsible for completing Form DOE F 551.1, Request for Approval of Foreign Travel. Required signatures are obtained by ANL within the Laboratory. ANL then enters the Form DOE F 551.1 information into the automated FTMS. If the Laboratory has the administrative authority to approve the travel, this is accomplished entirely within the Laboratory. DOE is not involved.
2. ANL completed DOE F 551.1 data will be reviewed by ASO.

3. The ASO Contracting Officer will approve/disapprove the request for foreign travel (DOE F 551.1), and the approval/disapproval will be processed into the FTMS by the Business Management Team Secretary, or other available ASO Secretary.

APPROVED BY: _____ DATE: _____
Robert C. Wunderlich, Manager
Argonne Site Office

Attachment:
DOE F 551.1